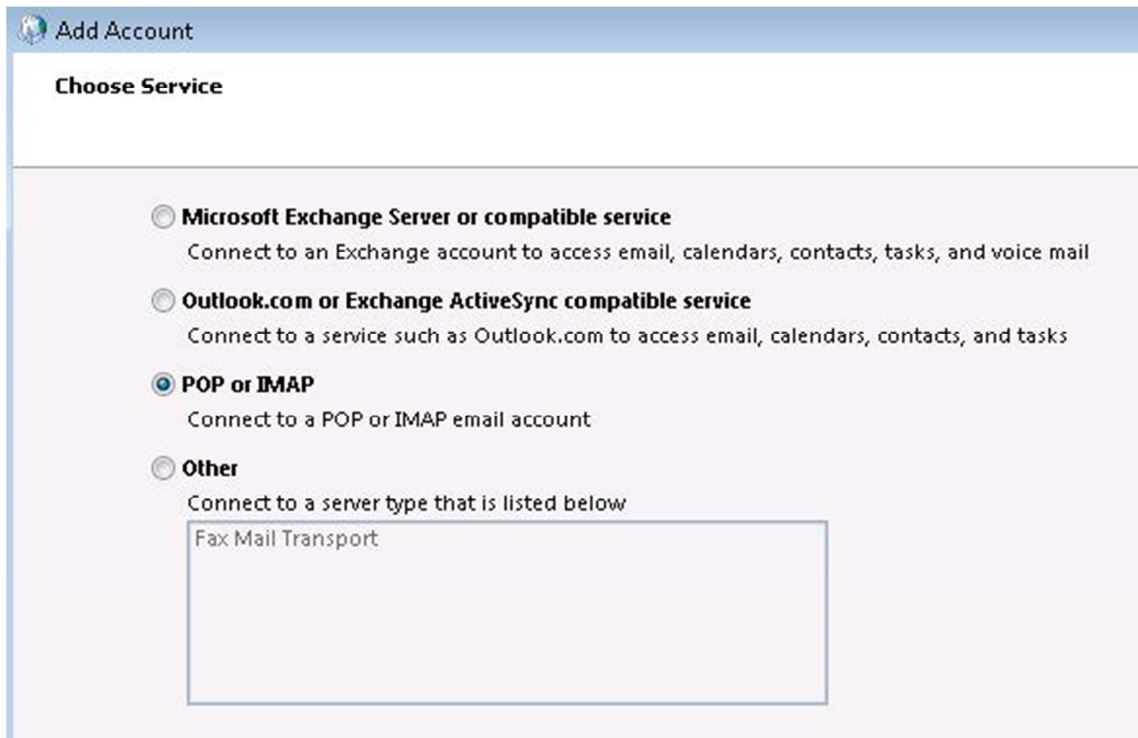


# Setting up an IMAP email account for Outlook 2007/2010/2013

*Showing IMAP setup for user Parker McMillan as example*

- In order to start setting up an IMAP account go to **Control Panel >> Mail**
- When adding new profile you will need to click on 'Manual Settings' in order to select IMAP service:



The screenshot shows the 'Add Account' window in Outlook. The title bar says 'Add Account'. Below the title bar, there is a section titled 'Choose Service'. This section contains four radio button options:

- ☐ **Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- ☐ **Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- ☒ **POP or IMAP**  
Connect to a POP or IMAP email account
- ☐ **Other**  
Connect to a server type that is listed below

Below the 'Other' option, there is a text box containing the text 'Fax Mail Transport'.

**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
 Your Name:   
 Email Address:

**Server Information**  
 Account Type:   
 Incoming mail server:   
 Outgoing mail server (SMTP):

**Logon Information**  
 User Name:   
 Password:   
☒ Remember password  
☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
 We recommend that you test your account to ensure that the entries are correct.  
  
☒ Automatically test account settings when Next is clicked

Mail to keep offline: 12 months

< Back   Next >   Cancel

Your Name: *user's full name*

Email Address: *username@rhwmets.com*

Account Type: **IMAP**

Incoming mail server: **secure.emailsrvr.com**

Outgoing mail server: **secure.emailsrvr.com**

User Name: *username@rhwmets.com*

Password: *See documentation for password file. Password should be **MetalBiz1** like all other users*

- Click the "More Settings" button

Internet E-mail Settings

General   **Outgoing Server**   Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

pmcillan@rhwm~~e~~als.com

Other User Information

Organization:

Reply E-mail:

Internet E-mail Settings

General   **Outgoing Server**   Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

Internet E-mail Settings

General   **Outgoing Server**   **Advanced**

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short  Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online